

EXAMPLE

XYZ School District Anywhere, Colorado

October 25, 2000

State Board of Education
201 E Colfax
Denver, CO 80203

Dear State Board of Education Members:

The XYZ School District has recently negotiated a contract with ABC Charter School for a period of three [to five years], ending June 30, 20___. A copy of the charter contract is attached for your review. The school district and charter school, pursuant to the attached contract, are jointly requesting that the State Board of Education grant waivers to the charter school from the following state statutes and/or regulations:

C.R.S. 22-	[Title of Statute]
C.R.S. 22-	[Title of Statute]
C.R.S. 22-	[Title of Statute]
C.R.S. 22-	[Title of Statute]
C.R.S. 22-	[Title of Statute]
C.R.S. 22-	[Title of Statute]
C.R.S. 22-	[Title of Statute]

Sincerely,

(signed)
[School district official]

Attachments:
Charter Application
Charter Contract